



Village of Kewaskum  
204 First Street | PO Box 38  
Kewaskum, WI 53040  
Phone: 262-626-8484  
www.village.kewaskum.wi.us

**AGREEMENT TO REIMBURSE KEWASKUM FOR PROFESSIONAL STAFF SERVICE FEES**

Pursuant to the Village of Kewaskum Municipal Code, the Village Board has made a determination that whenever the services of the Village’s Planner, Engineer, Attorney, or any other of the Village’s professional staff results in a charge to the Village for that professional’s time and services, and such service is not a service supplied to the Village as a whole, the Village Treasurer shall invoice the Property Owner for those fees incurred by the Village. Fees are charged on an hourly basis, or portion thereof, at a rate that is in effect at the time the professional service is performed. Also be advised that pursuant to the Village of Kewaskum Municipal Code, certain other fees, costs, and charges are the responsibility of the Property Owner or Responsible Party **even if the request is not approved.** Imposition of any fees, costs, or charges, however, is subject to the Property Owner’s appeal rights as described in the Village of Kewaskum Municipal Code.

**PROPERTY INFORMATION:**

\_\_\_\_\_ V4 \_\_\_\_\_  
*ADDRESS/LEGAL DESCRIPTION* *TAX KEY NUMBER*

**PROJECT DESCRIPTION:** \_\_\_\_\_

I/we, the undersigned, have been advised that, pursuant to the Village of Kewaskum Code, service fees incurred by the Village as a result of my/our project or activities, whether at my/our request or at the request of the Village, I/we shall be responsible for reimbursing the Village for those charges. Further, I/we have been advised that certain other fees, costs, and charges are my/our responsibility **even if my/our request is not approved.** In addition, I/we understand that failure to pay any balance owed to Kewaskum for such services or costs may result in the total outstanding balance being added to the annual tax bill for subject property. By signing this document, I/we are not waiving any appeal rights that are described in the Village of Kewaskum Municipal Code.

**PROPERTY OWNER:**

Name \_\_\_\_\_ Company/Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARTY TO BE INVOICED FOR REIMBURSEMENT OF FEES: (if different)**

Name \_\_\_\_\_ Company/Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

**2024 PROFESSIONAL STAFF SERVICE FEES – HOURLY RATES**

Village Attorney	Schloemer Law Firm	\$180
	Kettle Moraine Legal LLC – Attorney	\$250
	Kettle Moraine Legal LLC - Paralegal	\$115
Village Engineer	Kunkel Engineering	\$125
	M Squared – Principal Engineer, PE	\$250
	M Squared – Project Manager, PE	\$180 - \$210
	M Squared – Senior Project Manager, PE	\$170 - \$210
	M Squared – Project Engineer, PE	\$125 - \$155
	M Squared – Staff Engineer, EIT	\$100 - \$140
	M Squared – Surveyor, PLS	\$125 - \$155
	M Squared – Surveyor, Technician	\$85 - \$110
	M Squared – Construction Manager	\$155 - \$210
	M Squared – Construction Inspection	\$85 - \$145
	M Squared – Milage (current IRS Rate)	\$0.67/mile
Village Planner	Washington County	\$72
Zoning Administration/ Planning	Kunkel Engineering	\$125